

# Microsoft 365: SharePoint workshops

Take control of your information and build your SharePoint roadmap.

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SharePoint is far more than a cloud file server. It brings together structured document management, collaboration, publishing, and internal communication. When designed well, it becomes the backbone of an organisation's information strategy, supporting governance, security, and future AI capabilities. But without clear purpose and agreed ways of working, SharePoint can quickly become difficult to manage. **The SharePoint workshops help you take control, ensuring SharePoint delivers real value across your organisation.**

## Why organisations often struggle with SharePoint

Many organisations start using SharePoint organically. Over time, this leads to duplication, inconsistent filing, and environments that don't reflect how people actually work. Departments create their own approaches, content becomes hard to govern, and the platform fails to deliver its full value.

## Introducing the SharePoint workshops

The SharePoint workshops give you the direction and structure needed to create a SharePoint environment that truly supports your organisation. We help you understand how information flows across teams, define a practical roadmap, and establish governance that prevents future sprawl. With transparent, upfront pricing, you gain confidence in both the process and the investment.

## What we cover in the SharePoint workshops



### Workshop 1 - Vision

We help you explore what's working, what isn't, and where you want to get to. By showing the art of the possible, we bring your team to a shared understanding of how SharePoint could support your organisation.



### Workshop 2 - Scope & approach

We identify priorities, outline the areas that need development, and shape a realistic approach that reflects your organisation's goals, culture, and resources.



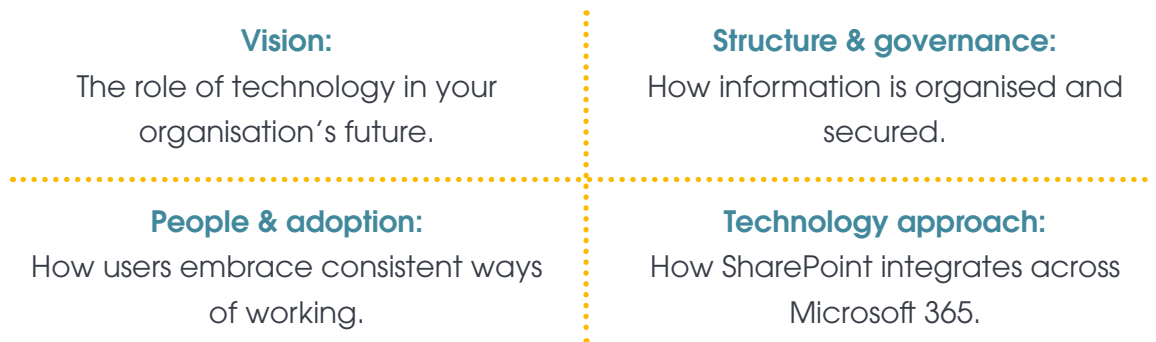
### Playback session

We present clear recommendations, including scope, timelines, and investment. You leave with a defined plan you can move forward with confidently.



## How we shape your SharePoint roadmap

We run two structured sessions with your core team, exploring challenges and objectives before developing a roadmap tailored to your organisation. To give a complete picture, we assess your SharePoint environment across four key areas:



## How your organisation benefits

- ✓ **Better communication and knowledge sharing**  
Create a clear, engaging space for news, updates, and essential information so staff always know where to find the latest version.
- ✓ **More efficient collaboration and project delivery**  
Work consistently across teams with structured sites, streamlined document processes, and tools that reduce duplication and confusion.
- ✓ **A stronger foundation for AI and automation**  
Build a well-governed, organised SharePoint environment that enables AI tools to search, analyse, and reason over reliable, structured data.
- ✓ **Improved departmental productivity**  
Give teams secure, well-designed workspaces that support everyday processes and help them work more effectively.

## What underpins successful SharePoint adoption

Technology alone isn't enough. Effective use of SharePoint relies on shared expectations, strong governance, and an approach that reflects how people actually work. Our workshops help you establish this foundation, avoiding common pitfalls and supporting sustainable adoption across the organisation.

### Your Technology. Our Responsibility.

Talk to us about improving your SharePoint strategy today

Call us on 01483 412 040 or visit [www.ramsac.com](http://www.ramsac.com)